



## **DYRSD SCHOOL COMMITTEE MEETING AGENDA**

**Monday, September 23, 2019**

**Station Avenue Elementary School  
276 Station Avenue  
South Yarmouth, MA**

**6:30 p.m.**

Meeting called to order at \_\_\_\_\_, due notice having been posted.

### **Members Present:**

Ms. Jeni Landers, Chairperson  
Mr. Joseph Tierney, Vice Chairperson  
Ms. Andrea St. Germain, Secretary  
Mr. Brian Carey, Treasurer  
Mr. James Dykeman  
Mr. Brian Sullivan  
Mr. Phillip Morris

### **Administration**

Mrs. Carol Woodbury, Superintendent of Schools  
Mr. Kenneth Jenks, Assistant Superintendent for Administration and Business Services  
Tainan Nunes, Student Representative to the DYRSD School Committee

- I. Open the Meeting (6:30 p.m.)**
- II. Reports (6:30 p.m.)**
  - A. DYRSD School Committee Student Representative – Tainan Nunes
  - B. Superintendent Report – Carol Woodbury
    - 1. The District Planning Process – Ruth Whitner
    - 2. Grant Writer Proposal
  - C. Assistant Superintendent Report – Ken Jenks
  - D. School Committee Liaisons to the Boards of Selectmen – B. Carey, Dennis; J. Tierney, Yarmouth
- III. School Committee Business (7:00 p.m.)**
  - A. Consent Agenda (Enc. #3A)
  - B. Request for Consultation (DYEA)
- IV. Bills, Requisitions and Payroll**
- V. Calendars (Enc. #5)**
- VI. Information Items (Enc. #6)**
  - D-Y German Club Annual Schnitzelfest Flyer
  - Thank You to Yarmouth DPW from Sandra Cashen, Facilities Manager

**VII. Public Comment Period (7:15 p.m.)**

**VIII. Executive Session**

The Dennis-Yarmouth Regional School Committee will enter into Executive Session, not to return to Public Session, for the purpose of discussing strategy with respect to Collective Bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. (DYEIA, Superintendent's Contract.)

**IX. Adjourn (7:30 p.m.)**

*\*The items listed to be discussed are those reasonably anticipated by the Chair. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*\*\*Please note: The timeframes listed above are intended to guide the School Committee in their work. It should be understood that the times are approximate, and therefore may occur earlier than noted; and may be taken out of order at the request of the Chair and a vote of the School Committee.*

Should there be a need for clarification on any of the aforementioned, please contact me prior to the meeting to allow sufficient time for further research if necessitated. Thank you. Carol A. Woodbury, Superintendent
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**Consent Agenda (Enclosure #3A)**

**The Superintendent recommends the School Committee approve the following items as presented:**

**Donations**

Move to accept a generous donation of school supplies from the Masonic Angel Foundation to the students of Ezra H. Baker Innovation School.

Move to accept a generous donation of school supplies from the Masonic Angel Foundation to the students of the NH Wixon School.

Move to accept a generous donation of school supplies and lunch boxes from the Masonic Angel Foundation to the students of Station Avenue Elementary School.

Move to accept a generous donation of ten clothing orders filled by Katelynn's Closet for the students at Station Avenue Elementary School.

Move to accept a donation of \$835.00 from multiple donors in Memory of Robert L. Beauchemin to the S.E.A.L.S. program at the Ezra H. Baker Innovation School.

**Minutes**

September 9, 2019

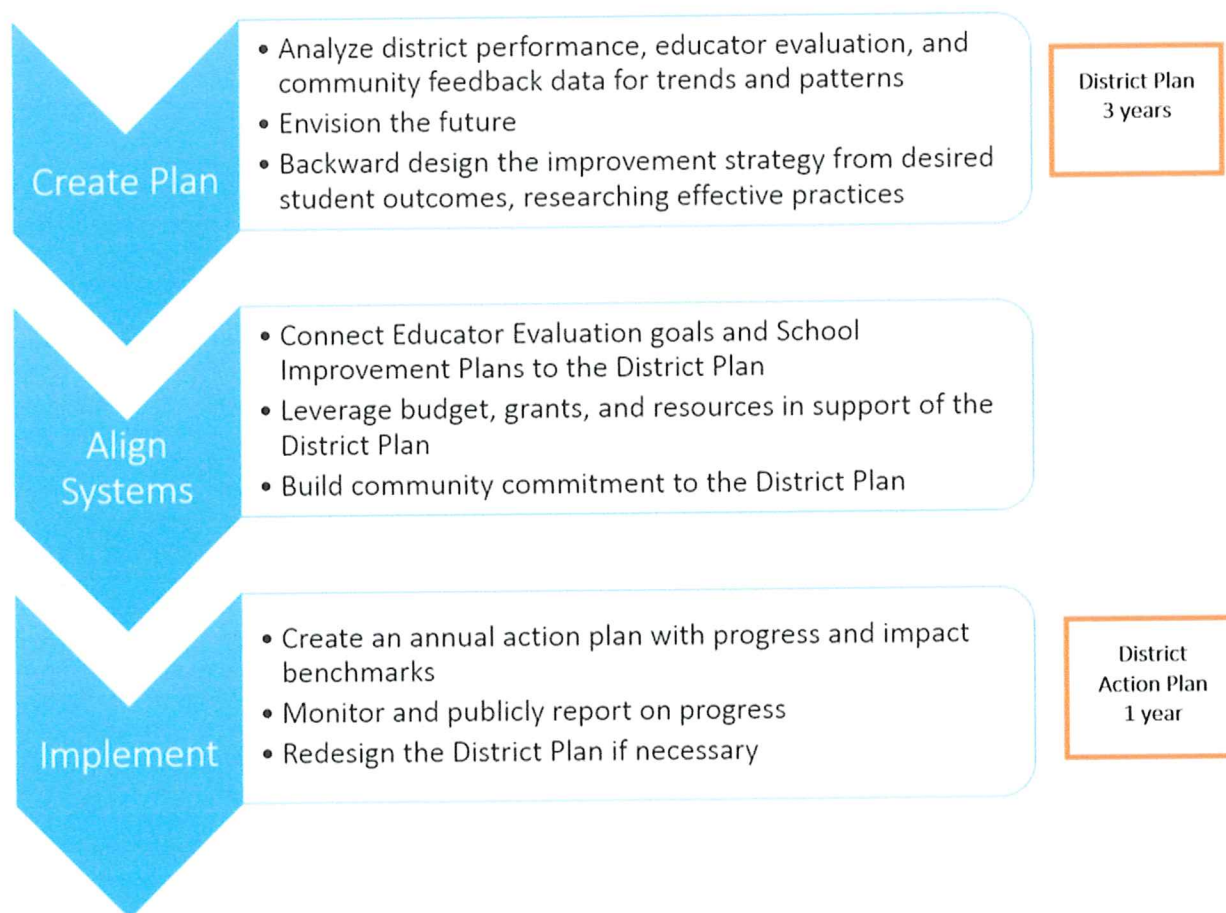
## The District Planning Process

### Create—Align—Implement

*From Data Analysis to Outcome-Driven Planning to System Alignment  
From Action Planning to Progress Monitoring to Potential Redesign*

*Create—Align—Implement* represent the three phases of *Planning for Success*, a planning process that is designed to strengthen coherence and support district and school success. This planning process centers on the creation of a multi-year District Plan that is grounded in analysis of a wide array of district data; sets specific, measurable outcomes and identifies the objectives and initiatives to accomplish them; and serves as the foundation and guide for all other district systems.

This planning process also centers on the creation of an annual action plan that supports success of the District Plan by identifying benchmarks districts can use to monitor progress and measure impact while implementation is underway. The activities and resulting plans for each phase are depicted in the graphic below.



## The Massachusetts Planning and Implementation Framework

### Multi-Year Plan Components

Element	Definition
<b>Mission</b>	Your purpose: why the organization exists.
<b>Core Values</b>	What you believe in: the principles that guide decision making and action.
<b>Vision</b>	Your aspirations for students: what you value and why, and what future success will look like.
<i>Are the foundation of the...</i>	
<b>Theory of Action</b>	The beliefs and assumptions you hold about why certain actions will lead to the vision you seek. Framed as an "if...then" statement.
<i>Which leads to the development of the...</i>	
<b>Strategic Objectives</b>	The coherent group of overarching goals and key levers for improvement that will achieve the vision (the "what" and "why").
<i>Which will be achieved by the...</i>	
<b>Strategic Initiatives</b>	The projects and programs that support and will achieve the strategic objectives (the "how").
<i>The success of the plan as a whole will be measured by the...</i>	
<b>Outcomes</b>	<p>The expected results: what they will be, how they will be measured, when they will occur. Outcomes are SMART goals: specific and strategic; measurable; action-oriented; rigorous, realistic, results-focused; timed and tracked.</p> <p><b>Final outcomes</b> set targets for improvement achieved at the end of plan implementation. For example: By 2021, decrease chronic absenteeism by 2.8 percentage points to 12%. <b>Interim outcomes</b> set targets for improvement during plan implementation.</p>

### Annual Action Plan Components

Element	Definition
<b>Implementation Benchmarks</b>	<p>The planned action steps and their desired impact.</p> <p><b>Process benchmarks</b> specify what will happen, who will do it, and when. For example, 20 teachers will complete an ESL course by June.</p> <p><b>Early evidence of change benchmarks</b> identify changes you should begin to see if the plan is having its desired impact while being implemented. Early evidence benchmarks are indicators of effective implementation rather than measurements of interim results. Early evidence benchmarks might include changes in practice or attitude from sources such as classroom observation or surveys. For example, an increase in student use of oral language was observed in 80% of these ESL teachers' classrooms between October and May.</p>
<i>Which you regularly monitor to assess whether the plan is on track to achieve desired change or requires adjustment.</i>	



## Create—Align—Implement

### District Plan and Action Plan Components

#### The Massachusetts Planning and Implementation Framework

The *Massachusetts Planning and Implementation Framework*, displayed on the previous page, was developed by the Department of Elementary and Secondary Education to support plan creation. The framework provides a common planning language and supports the shared understanding critical to successful planning and execution. The framework defines all multi-year and action plan components.

#### District Plan

An effective District Plan is developed with input from staff, families, students, and community partners. The outline below identifies a proposed structure for the multi-year District Plan. These components reflect legislative requirements, educator evaluation expectations, and best practices in planning.

- I. District Mission, Vision, Core Values
  - a. The district's **core values**
  - b. The district's **mission**
  - c. The district's **vision**
- II. Data analysis and theory of action for improvement
  - a. **Data analysis** of student achievement and gaps between student groups in core subjects
  - b. The district's **theory of action** for improvement
- III. Strategic Objectives and Initiatives
  - a. **Strategic objectives** for improvement (3-5 recommended, to support focus)
  - b. The **strategic initiatives** that will achieve these objectives
  - c. The **professional development** that will support each initiative
  - d. **Teacher induction and mentoring activities** that support successful implementation
- IV. Outcomes
  - a. Performance benchmarks—**interim and final outcomes**—and processes for evaluating initiative effectiveness

#### District Action Plan

The annual Action Plan supports the implementation of the multi-year District Plan. The outline below identifies action plan components.

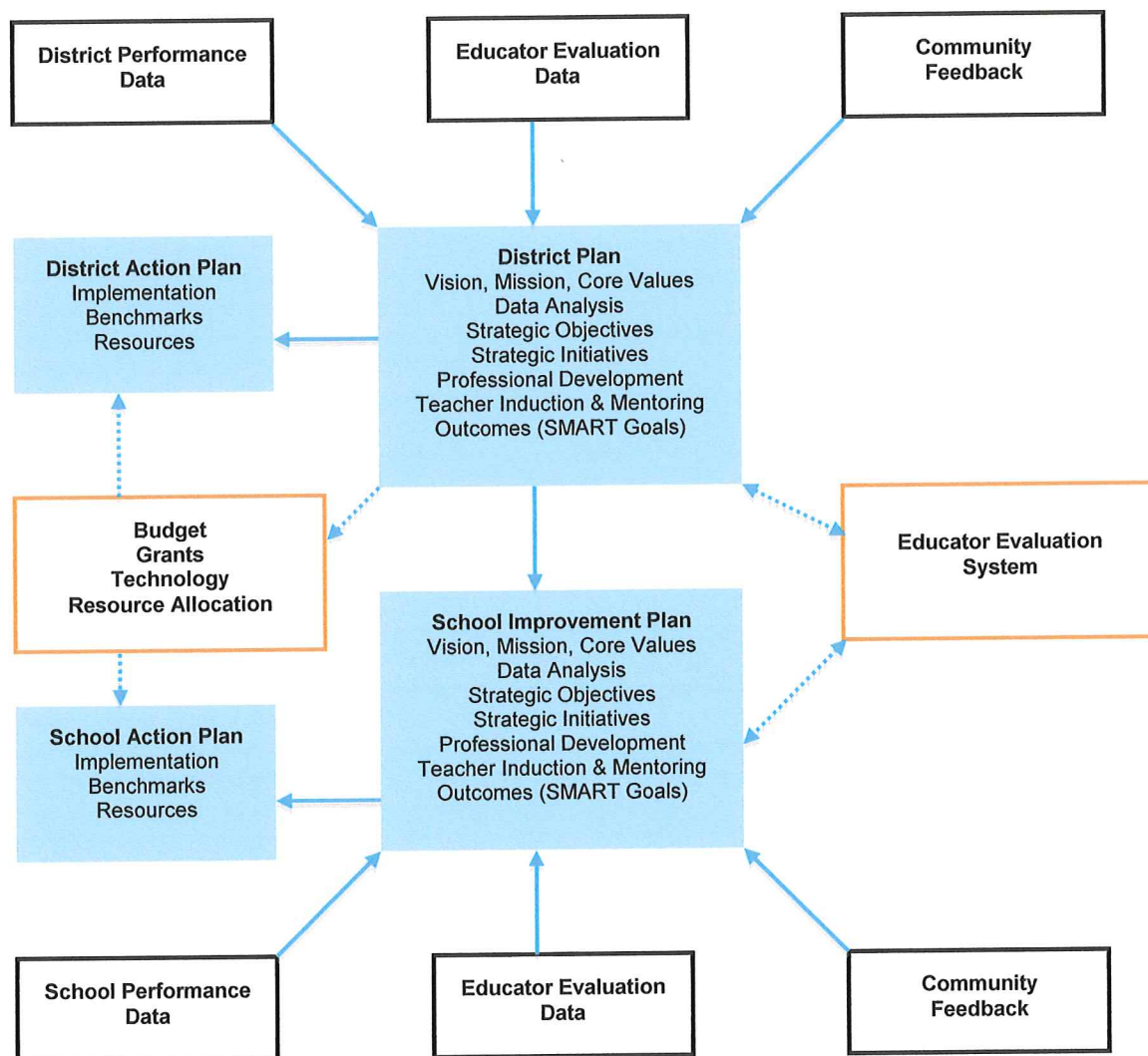
- I. Implementation Benchmarks
  - a. **Implementation benchmarks** for the year, defining specific activities, persons responsible, and timelines for action to be taken to accomplish the initiatives in the District Plan
- II. Resources Supporting Implementation
  - a. The staff and financial resources allocated to support these initiatives

The *Massachusetts Planning and Implementation Framework* identifies two types of implementation benchmarks: process and early evidence of change. Process benchmarks help monitor progress, specifying what will be done when and by whom. Early evidence of change benchmarks help monitor impact during implementation, specifying changes in practice, attitude, or behavior one should begin to see if the plan is having its desired impact.

## Create—Align—Implement

### Connecting Existing District Systems to Create Coherence

The graphic below depicts the data sources that inform District and School Improvement Plans; the contents of multi-year and annual action plans and the relationships between these plans; and the connections between these plans and district systems. District and School Improvement Plans are living documents that should guide district systems and respond to changes in the district context, including data about plan implementation and impact gathered through action plan monitoring.

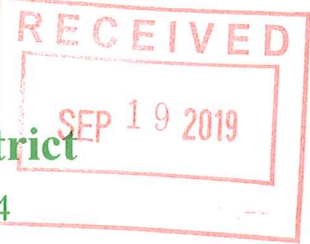




## Dennis-Yarmouth Regional School District

296 Station Avenue, South Yarmouth, MA 02664

Phone: (508) 398-7600 Fax: (508) 398-7622



**TO:** CAROL WOODBURY, SUPERINTENDENT OF SCHOOLS

**FROM:** KENNETH T. JENKS, ASSISTANT SUPERINTENDENT FOR  
ADMINISTRATIVE & BUSINESS SERVICES

**DATE:** SEPTEMBER 19, 2019

**RE:** PER DIEM GRANT WRITER POSITION PROPOSAL

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I recommend we consider creating a per diem rate grant writer position for the school district. This position is necessary if we are to pursue competitive grants such as Tower grants, state sponsored grants for new technology-based Chapter 71 vocational programs, certification program grants and the many STEM grants currently available. At present, we are unable to effectively pursue such grants because we currently have no staff members with the expertise and necessary time to dedicate to grant writing. A per diem grant writer would enable us to pursue the many grants that are available to support new programs. As we consider our current and projected future financial position, we are not able to introduce viable new programs with our current local funding. If we do not seriously pursue such innovative programs, our students lose educational opportunities and we stand to lose students through school choice to schools that are able to offer such programming.

How would we fund this position? After reviewing our savings from replacing retirees and teachers who have left the system with less expensive educators, we could use up to \$60,000 from these savings to create a per diem grant writer position. If the position did not result in grants that balanced the costs of the position, the position should be reconsidered and eliminated. I look forward to an opportunity to discuss this proposal with you and the Committee.

KTJ/mam





**DY German Club Annual Schnitzelfest  
Friday Sep 27, 2019**

**DY Cafe**

**5-7pm**

**Adults \$15 Students and Children \$10**

**Schnitzel (chicken) or Bratwurst**

**Mashed potatoes and red cabbage**

**Dessert bar and Entertainment**





## Dennis-Yarmouth Regional School District- Maintenance Department

296 Station Avenue, South Yarmouth, MA 02664  
Office Phone: 508.398.7670 508.398.7677 Fax 508.398.7663

Sandra Cashen, Facility Mgr.  
[cashens@dy-regional.k12.ma.us](mailto:cashens@dy-regional.k12.ma.us)  
508-726-8161

Danielle Lamminen, Secretary to  
Maintenance  
[lammined@dy-regional.k12ma.us](mailto:lammined@dy-regional.k12ma.us)  
508-294-5923

Steven Faucher, Asst. Facility Mgr.  
[fauchers@dy-regional.k12.ma.us](mailto:fauchers@dy-regional.k12.ma.us)  
508-889-8721

September 12, 2019

Town of Yarmouth  
Jeff Colby, DPW Director P.E.  
1146 Route 28  
South Yarmouth, MA 02664

Re: Mattacheese Middle School Driveway

Dear Jeff:

On behalf of the Dennis-Yarmouth Regional School District Maintenance Department we would like to thank you and your staff for patching the Mattacheese Middle School driveway before school began. We know the patch is a temporary fix, but this will help until we know what is happening with the school project.

I dropped off the cones and put them behind the railing of the DPW building last Saturday.

It is team work like this that gets things done in "our" community. Many thanks.

Sincerely,

Sandra Cashen, Facility Manager

\sjc

Cc Ken Jenks  
Dan Knapkik  
Rick Kelley  
Carol Woodbury

ENC 3A

**EHBi**  
**EZRA H. BAKER INNOVATION SCHOOL**

Kevin F. Depin - Principal  
Ellen Flanagan - Assistant Principal

September 13, 2019



Carol Woodbury, Superintendent of Schools  
296 Station Avenue  
South Yarmouth, MA 02664

Dear Carol:

I respectfully submit the following donation to Ezra H. Baker Innovation School for review and acceptance by the D-Y School Committee:

A donation of many notebooks, filled pencil boxes, glue sticks, and two-pocket folders was made on behalf of the Masonic Angel Foundation.

I am grateful for their generous donation, and we will ensure that they will be put to good use.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin F. Depin". The signature is fluid and cursive, with a long horizontal line extending to the right.

Kevin F. Depin  
Principal  
KFD/Pmc



## **Dennis-Yarmouth Regional School District**

**Administration Center**

**296 Station Avenue**

**South Yarmouth, Massachusetts 02664-1898**

**Telephone (508) 398-7600**

**Fax (508) 398-7622**

September 19, 2019

Masonic Angels Foundation, Inc.  
P.O. Box 1389  
Orleans, Massachusetts 02653-1389

Dear Members of the Masonic Angels:

Thank you for your recent generous donation of school supplies including stocked pencil boxes, spiral notebooks, composition notebooks, glue sticks, plastic folders, and erasers to our students at the NH Wixon School!

Your thoughtfulness is greatly appreciated by our staff and students!

Sincerely,

Carol A. Woodbury  
Superintendent

CAW/emw

Copy to: Tim Blake, Principal





## **Dennis-Yarmouth Regional School District**

**Administration Center**

**296 Station Avenue**

**South Yarmouth, Massachusetts 02664-1898**

**Telephone (508) 398-7600**

**Fax (508) 398-7622**

September 19, 2019

Masonic Angels Foundation, Inc.  
P.O. Box 1389  
Orleans, Massachusetts 02653-1389

Dear Members of the Masonic Angels:

Thank you for your recent donation of school supplies and lunch boxes to our students at Station Avenue Elementary School!

Your generous gift is greatly appreciated by our staff and students!

Sincerely,

Carol A. Woodbury  
Superintendent

CAW/emw

Copy to: Peter Crowell, Principal



## Dennis-Yarmouth Regional School District

Administration Center

296 Station Avenue

South Yarmouth, Massachusetts 02664-1898

Telephone (508) 398-7600

Fax (508) 398-7622

September 19, 2019

Katelynn's Closet  
33 North Main Street  
South Yarmouth, Massachusetts 02664

Attention: Ann Bearse

Dear Ms. Bearse:

Please accept my gratitude and thanks to you and the other wonderful volunteers at Katelynn's Closet for filling ten clothing orders on behalf of the students at Station Avenue Elementary School.

Your generosity and dedication is greatly appreciated by all!

Sincerely,

Carol A. Woodbury  
Superintendent

CAW/emw

Copy to: Peter Crowell, Principal



# Dennis-Yarmouth Regional School District

Administration Center

296 Station Avenue

South Yarmouth, Massachusetts 02664-1898

Telephone (508) 398-7600

Fax (508) 398-7622

## MEMORANDUM

TO: Carol Woodbury  
Superintendent of Schools

FROM: Sue Nelson *SN*  
Assistant Treasurer

RE: Donations to EHB SEALS Program

DATE: September 19, 2019



The Dennis-Yarmouth Regional School District has received a total of \$835.00 from multiple donors in Memory of Robert L. Beauchemin.

It is the desire of Karen Beauchemin that this donation be given to the S.E.A.L.S Program at the Ezra H. Baker Elementary School. The donation may be used for whatever is needed for the program.

As in the past, a vote of the School Committee is needed. I recommend that the district accept the \$835.00 donation to the S.E.A.L.S. Gift Account.



**DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT**  
**Minutes of a School Committee Meeting**  
Monday, September 9, 2019

A Dennis-Yarmouth Regional School Committee meeting was held on Monday, September 9, 2019, at the Station Avenue Elementary School in South Yarmouth, Massachusetts.

Members Present: Jeni Landers, Chairperson; Joseph Tierney, Vice Chairperson; Andrea St. Germain, Secretary; Brian Carey, Treasurer (arrived 6:35); James Dykeman, Jr.; Brian Sullivan; and Phillip Morris.

Others Present: Carol Woodbury, Superintendent of Schools; Ken Jenks, Assistant Superintendent for Administrative and Business Services; Eileen Whalen, Recording Secretary to the School Committee; Carole Eichner, Director of Early Education; Leila Maxwell, Director of STEM Instruction; Sherry Santini, Director of Instruction for Humanities and the Arts; Paul Funk, Principal, Dennis-Yarmouth Regional High School; Ann Knell, Principal, MMS Middle School; Tim Blake, Principal, NH Wixon School; Chris Flanagan, Dennis Board of Selectmen; Michelle Dunn.

At 6:30 p.m., Jeni Landers, Chairperson, called the meeting to order.

On a motion by Joseph Tierney, seconded by James Dykeman, and carried by roll call vote 6-0, it was VOTED: To enter into Executive Session and return to Public Session, for the purpose of discussing strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares. (DYE, Arbitration) and the Superintendent's Contract.

Jeni Landers – yes  
Joseph Tierney – yes  
Brian Carey – did not vote  
James Dykeman, Jr. – yes  
Brian Sullivan – yes  
Phillip Morris – yes  
Andrea St. Germain – yes

At 7:20 p.m., Jeni Landers, Chairperson, reopened the public session.

**Reports**

DYRSD School Committee Student Representative – Tainan Nunes

The student representative was absent; no report.

School Committee Liaisons to the Boards of Selectmen – B. Carey, Dennis; J. Tierney, Yarmouth

Brian Carey, Dennis: No report.

Joe Tierney, Yarmouth: No report.

Assistant Superintendent Report – Ken Jenks

1. Mileage Reimbursement Rate for 2019-2020

On a motion by James Dykeman, seconded by Andrea St. Germain, and carried 6-0 with Mr. Carey abstaining; it was

VOTED: To adopt the Internal Revenue Service mileage rate of \$0.58 for the 2019-2020 school year.

2. Request for Donation of Bookmobile from Sue Gubbins

On a motion by Phillip Morris, seconded by James Dykeman, and carried 7-0; it was

VOTED: To declare the Early Education bookmobile as surplus and sell or otherwise properly dispose of the vehicle as appropriate.

3. Bus Update

Ken Jenks briefly updated the committee on the first few days of school; it was thought that the bus times are improving. Brian Sullivan thanked Carol Woodbury and Ken Jenks for the improvements over last year.

Jeni Landers asked Ken Jenks to comment on the situation at the high school in the mornings. He described the crowded conditions on the first day in the cafeteria; he related that after some brainstorming solutions were arrived at and by Day 3 the situation was alleviated.

Superintendent Report – Carol Woodbury:

Good News: Mrs. Woodbury related the good news from around the district.

DYRHS In athletic news, Girls Soccer, Boys Soccer, Field Hockey, and Volleyball all won their opening games last week.

EHBi Just the fifth day of school, and already students and staff are getting in full swing. This year, our students are really enjoying the upgrades to our playground, which were funded by our PTAC. Students are excited by the new hopscotch and four square area, and students in every grade are really "digging" our giant sandbox! This week, PTAC holds its first meeting of the year on Thursday, 9/12, and our Open House is on Thursday, 9/19!

MES On August 23, several of our ME Small families participated in our first annual community cleanup day. Families worked for two hours to help spread wood chips in the planting beds, plant flowers, and get the outside of the school looking great for opening day. A special thank-you to the Green Spot in South Yarmouth, Stop and Shop, and the Town of Yarmouth for supporting this effort!

NHW Before the school year kicked off, Wixon held a summer Open House where any family, especially new families, could come in and check out the school again and see where their child's class is located. The PTO hosted this great event and Wixon was packed with families checking out the school. Once school opened, we had a great kick off to the school year. Many families were able to bring their kids to school and see their child's teacher before sending them off to their first day of school. We have also slowly started getting more and more kids into our free breakfast program. Now that the buses are arriving a bit earlier we can get more and more kids through the breakfast lines, if students want a breakfast, before the school day begins. Each day and week we are getting more kids in before the official arrival time of 8:20. Almost half of the school buses enter the cafeteria before 8:20. Otherwise we are looking forward to our first PTO meeting of the year on September 10 at 6:00 at Wixon. We then have our Open House the following week on Tuesday, September 17 at 6:00.

SAE SAE had its Open House last Thursday Sept. 5th with an excellent turnout. Students are quickly settling into their routines. Our Ice Cream Social is scheduled for Sept. 27<sup>th</sup>. As always we welcome volunteers to work at SAE in a variety of ways. Please contact our office if you are interested.

MMS Today the Mattacheese athletic teams begin their seasons and our late buses begin to run. It is also time to sign up for our FREE After School Activities. Twenty-three activities are being offered and will begin on September 23rd. Mattacheese is excited to be participating in the Yarmouth Seaside Festival Parade on Sunday October 13th at 12:00 pm. We're very proud that Mattacheese has become an official chapter of Best Buddies! Great job Ms. Guilderson and Ms. Fallon.

School Committee Business

A. Superintendent's Evaluation

On a motion by Phillip Morris, seconded by James Dykeman, and carried 7-0, it was VOTED: To accept the 2019 Superintendent's Evaluation as written.

B. Consent Agenda

On a motion by Phillip Morris, seconded by James Dykeman, and carried 7-0, it was

VOTED: To approve the following items as presented in the consent agenda:

**Acceptance of Donations**

Move to accept with gratitude a donation of a 20" HP flat panel monitor to the technology department from Ms. Shirley Didsbury of Yarmouth Port.

Move to accept with gratitude thirteen donations totaling \$1,405.00 given in memory of Nancy Haddad to be used in the Special Education Department.

Move to accept with gratitude a gift of school supplies from the Masonic Angels to Dennis-Yarmouth Regional High School.

Move to accept with gratitude a donation of ten LL Bean book bags from Mr. Mark Ohrenberger of Yarmouth Port.

**Field Trip**

Move to approve an April 2020 field trip by D-Y Winter Percussion to the WGI Percussion Finals.

**Surplus**

Move to declare as surplus an outdated, non-functioning Hyster Forklift NSN#3930012392679.

**Minutes**

June 17, 2019

July 15, 2019

July 29, 2019

August 26, 2019

**Bills, Requisitions, and Payroll**

Bills, requisitions, and payroll were signed by the School Committee.

**Information Items**

Thank You Letter to Roby Whitehouse, Yarmouth Town Hall from Sandy Cashen re storm debris containers.

**Items Distributed at the Meeting**

IRS Recommended Mileage Rate 2019 Memo

Surplus Materials – Bookmobile Memo

Dennis-Yarmouth Regional School District School Committee Policy EEA-Transportation of Students

DYRSD Choice Out – Trends FY11 to FY19/DYRSD Charter Trends FY10-FY19

**Calendar**

The next school committee meeting is scheduled for Monday, September 23, 2019 at 6:30 p.m. at Station Avenue Elementary School.

**Public Comment Period**

Michelle Dunn commented that a cut by attrition is still a cut.

**Adjournment**

At 7:45 p.m., on a motion by Phillip Morris, seconded by James Dykeman and carried 7-0, it was VOTED: To adjourn the meeting.

Minutes recorded and prepared by,



Eileen M. Whalen, Assistant Secretary



# September 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day	3 First Day of School	4	5 SAE Open House 6PM	6	7
8	9 SC SAE 6:30	10 MMS Open House 6PM	11	12 MES Open House 6PM	13	14
15	16	17 NHW Open House 6PM	18	19 EHBI Open House 6 PM	20	21
22	23 SC SAE 6:30	24 DYH Open House 6PM	25	26	27 German Club Schnitzelfest DYH 5-7 PM	28
29	30					

2025

# October 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 SC SAE 6:30	8	9	10	11 All Cape Professional Day	12
13	14 Columbus Day	15	16	17	18	19
20	21 SC SAE 6:30	22 Parent Teacher Conferences Early Release Day	23	24 Parent Teacher Conferences Early Release Day	25	26
27	28	29	30	31		